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ABSTRACT

Presented are guidelines for the methodology of inventory assessment and suggestions of the type of scientific and technological information and documentation facilities to be included or omitted from the survey. The technique of tracing and contacting the selected facilities is presented in tabular form. Examples of useful byproducts which can be generated from the survey are suggested, and techniques of keeping the inventory up-to-date are discussed. Six appendices include a detailed questionnaire for manual and machine processing with extensive coding instruction. A list of 25 bibliographic references is cited. (Author/EB)

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Guidelines on the Conduct of a National Inventory of Scientific and Technological Information and Documentation Facilities

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SC/75/WS/28
Paris, April 1975

United Nations Educational, Scientific and Cultural Organization

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GUIDELINES ON THE CONDUCT OF A NATIONAL INVENTORY OF SCIENTIFIC AND TECHNOLOGICAL INFORMATION AND DOCUMENTATION FACILITIES

Prepared under contract for Unesco
by Lydia Vilentchuk

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SC-75/WS/28

Paris, April 1975.

SUMMARY

Any sound planning must be based on proven facts and figures. Therefore, the starting point for planning scientific and technological information networks, whether on a local, national or international level, is a comprehensive inventory of existing resources. Inventories have been taken many times before, but no guidelines based on previous experience have been formulated yet, to help those who approach the task for the first time. Recognizing this need, UNESCO has commissioned the compilation of these guidelines within the UNISIST program. These guidelines discuss the methodology of inventory taking and suggest the type of facilities to be included or omitted from the survey. The technique of tracing and contacting the selected facilities is presented in tabular form. Examples of useful by-products which can be generated from the survey are suggested and the techniques of keeping the inventory up-to-date are discussed. Six appendixes include a detailed questionnaire for manual and machine processing with extensive coding instructions; examples of tables of statistical data which can be extracted from the inventory; examples of some by-products; a model circular letter to the facilities to be surveyed. A list of 25 bibliographical references is attached.

P R E F A C E

Recommendation # 1 of the UNISIST report on the feasibility of a world science information system (UNESCO, 1971) urges that "adherents should be called upon to extend their efforts to survey information services of national, regional, or international scope".

In the framework of science information planning and the establishment of a national information system, taking stock of existing facilities is of paramount importance, since sound planning can be based on proven facts and figures only. As J.-P. Polinière points out, in his study *Using and Improving National Information Systems for Development*, "the priority is not to create new information institutions, but to co-ordinate existing information institutions, from storage to extension, in order to ensure that specific categories of users receive the essential information and consulting services relevant to their needs. Once such an integrated information system is established, weak links can be detected and strengthened, and new institutions can be created without risk of duplication or operating in a vacuum".

A chorough inventory of available resources not only reflects the existing situation as a whole but also reveals weak links in the components of the information network, gaps in information sources and flow, and the present exploit of existing facilities made by the users.

The information derived from such an inventory should identify:

* currently available resources
* gaps and overlaps in these resources
* needs not being satisfied
* a basis for recognizing the parameters for creating an improved system design
* a starting point from which future progress can be measured.

Inventories of information facilities have been made in the past. However, guidelines based on the experience accumulated in the conduct of

these inventories have not been formulated. Such guidelines would enable survey taking authorities to proceed with the least expenditure of time, money and manpower. The lack of such guidelines is especially detrimental when an inventory is being conducted in a developing country, where the expert professional personnel needed for its design may be lacking. In response to this recognized needs, these Guidelines were compiled by Lydia Vilentchuk under UNESCO contract.

The author wishes to emphasize that these Guidelines do not set out the o n l y correct way to conduct a survey. Every survey conducting authority will have to decide what types of facilities to include in the inventory and to change those questions in the questionnaire which are not relevant to its particular situation. The inventory's input and output as presented here are intended to provide guidelines based on actual experience in taking such inventories. It is hoped that these Guidelines will assist in designing and conducting similar surveys efficiently, cheaply and quickly.

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G L O S S A R Y

The following definitions are to explain the meaning given to a few more or less specialized terms as used in *this report*.

ANALYSIS CENTER

An organization which indexes, abstracts, translates, reviews, synthesizes and evaluates information and/or data in a clearly defined specialized field or pertaining to a specific mission, to provide definite users' groups with digested, repackaged or otherwise organized pertinent information or data.

DOCUMENTATION CENTER

A place where publications, primarily of a non-book format, are received, processed, preserved, annotated and indexed, and bibliographies prepared - by subject, author or region.

INFORMATION CENTER

An organization whose function is to supply information which is derived from publications as well as from any other source, on specific subjects. It uses for this purpose the services of documentation centers, analysis centers, libraries and subject specialists, or any other source of information.

INFORMATION NETWORK

A system integrating institutions - libraries, documentation centers, information centers, analysis centers - into a coordinated whole, to provide a community of users with relevant input data, irrespective of its origin, format or physical location. An information network can be subject- or mission-oriented.

NATIONAL INFORMATION NETWORK

An information network coordinating the information facilities of a country.

NATIONAL INFORMATION SYSTEM

A system which plans, coordinates and ties the national information network with research and development institutes, specialists and pertinent organizations abroad, to provide relevant services to users in a country.

PUBLIC LIBRARY

A library which serves the population of a community free of charge or for a nominal fee and is financed either by a public authority or through private sources. It can serve either the general public or special categories of it, such as children, hospital patients, prisoners, employees of particular organizations, etc. It serves primarily recreational and self-improvement purposes.

SPECIAL LIBRARY

A library devoted to a special subject or mission, which offers specialized services to a specialized clientele and is maintained by a professional association, government agency, research institution, learned society, museum, business or industrial enterprise.

INTRODUCTION

With the exponential growth of recorded information today, it is no longer feasible for any single organization to become self-sufficient with regard to its holdings. There is a general tendency to develop ever-expanding interconnections among special libraries and documentation and information centers, beginning with the local level and continuing through the national and regional levels to international or specialized networks. When planning these networks, the planner has to know what is quantitatively and qualitatively available at each level - local, national, regional, international or specialized. Gaps and overlaps in budgets, manpower, premises, equipment, library holdings and services have to be identified and recognized in order to ensure optimal use of the existing or additional resources.

In small or less developed countries planning can usually start on the national level, the local level being dispensed with. However, where setting up a local network seems advisable, the techniques for taking inventory of the resources on this level are the same as for those on higher levels, though on a smaller scale.

SCOPE OF THE INVENTORY

It is suggested that the initial survey of a facility cover the following topics: collections, system of processing the collections, manpower, characteristics of users, services provided for users, budgets, premises and special equipment.

Collections

* quantity and nature of collection (subjects covered; kind of material: secondary publications, patents, specifications, standards, trade catalogues, reports, etc.
* yearly growth
* undesirable duplications and gaps
* predominant languages
* physical form (books, periodicals, microforms, newspaper clippings, maps, audiovisual material, etc.)

System of processing the collections

* cataloguing and classification schemes used: conventional and non-conventional (conventional library classification and cataloguing rules, e.g., ALA cataloguing rules, Dewey, LC, UDC, etc.; non-conventional, e.g., manual coordinate indexing, etc.)
* computer processing for housekeeping and retrieval purposes

Manpower

* number of employees
* educational level of employees
* predominant age groups of those presently employed (to evaluate the number of new entrants required in the near future)

Users

* geographic distribution
* institutional affiliations
* educational level
* frequency of use of the facilities

Services provided for users

* hours per day the facility is open for service
* availability of reference services and their depth: direction to shelves or catalogues only, quick reference services, retrospective literature searches on request, preparation of bibliographies, and provision of information based on other than documentary sources
* current awareness services
* publications (acquisition lists, bulletins, reviews, state-of-the-art reports, abstracts, bibliographies, etc.)
* SDI services

Budget

* existence or non-existence of a planned budget
* annual expenditure for the maintenance of the library or information center

* percentage of total outlay for acquisitions and the proportional allocation for books, periodicals, other material; for salaries; for maintenance; for services from outside sources, etc.

Premises and special equipment

* premises especially designed for the facility or only make-shift arrangements
* size in relation to clientele served
* working space for the staff
* storage space
* space for users
* availability of special equipment (readers, reader-printers, duplicating and printing equipment, computers, etc.)

INVENTORY TAKING METHODOLOGY AND PROCEDURE

Types of facilities to be surveyed and their identification

Before starting the actual inventory, a decision must be taken on the types of facilities to include or to omit.

As these guidelines deal with special libraries, documentation and information centers or any other types of information gathering and dissemination facilities - school libraries, including vocational school libraries, should be excluded from the survey. Although the latter are very important for the general cultural development of a country, their holdings and services are of little interest to the professional community at which the UNISIST program is aimed. Similar considerations apply to public libraries. However, some of the larger public libraries have departments run on the lines of special libraries devoted to a particular subject. These departments should be included in the survey.

The inventory will usually include facilities belonging to, or administered by, the organizations listed below. The ways of tracing them are different for each group and the following suggestions are made to facilitate this task.

* Government ministries

  To trace them, consult the government yearbook, or other relevant directories.

* University faculties, schools, departments and research units, plus the university's central library

  To trace them, consult university bulletins and catalogues and talk to the chief librarian.

* Professional associations and societies

  To trace them, consult an up-to-date directory or register of professional associations. If the country has a law requiring all societies to be registered, the appropriate ministry may have such a register. However, both these sources should not be relied upon completely as they are seldom up-to-date and complete. The information should be augmented through personal knowledge, listening to the radio and TV and reading newspaper announcements about professional events.

* Independent research institutes and laboratories

  To trace them, consult directories of institutes in your country, if available. This information should be augmented through personal knowledge and consultation with people working in the appropriate fields.

* Hospitals - government, municipal and private

  To trace them, the telephone directory will be generally quite adequate.

* Museums

  To trace them, consult an up-to-date directory. If such a directory is not available, consult the telephone directory, tourist literature and people working in the field.

* Banks

  To trace them, the telephone directory will be quite adequate.

* Larger industrial and commercial concerns
  To trace them, consult classified directories of manufacturers and services and a register at the ministry of commerce and industry, if available. These sources can be augmented by consultation with leading personalities in commerce and industry and by personal knowledge.

* National and historical archives
  There will be only a few such institutions in a country and they can usually be identified without any difficulty through personal knowledge of the surveyor.

List of facilities to be surveyed

After the decision about the types of facilities to be surveyed is made and their parent organizations are traced, a carefully compiled list of the latter should be prepared. A short circular letter should be sent to all parent organizations, explaining the object of the survey and asking them to notify the surveying organization if they maintain such a facility. A suggested text for the circular letter is reproduced in Appendix A.

Contact should be made with all organizations approached. If no reply to the circular letter is received after a reasonable time, a reminder should be sent out. If this does not lead to results, telephone or personal contact should be established. This is a difficult and time-consuming task, which requires knowledge of local conditions, intuition, resourcefulness and public relations ability.

After the replies are all in, a numbered master list of the facilities to be surveyed is compiled. This master list includes the facility's name, address, telephone and telex numbers and the name of the person in charge.

The questionnaire

The inventory is taken by means of a detailed questionnaire (see Appendix B). The most effective way to conduct it is by a team of interviewers who personally visit the facility concerned, interview the

person in charge and fill-in the questionnaire themselves from information obtained during the interview.

For several reasons it is not recommended to conduct the survey by mail:

* not always will the questions be understood by everyone in exactly the same way
* the terminology used can differ from place to place and the answers will become ambiguous
* the questionnaire will not be completed or returned promptly and it may even stay in somebody's file indefinitely
* the mails are not always reliable, so that loss of some of the filled-in questionnaires may be expected

The proposed questionnaire is suitable for manual and computerized processing and covers all topics listed above. The questions are grouped in a logical sequence. At the time of the interview, special care should be taken that a l l questions are answered. There is a tendency for the interviewee not to reply to questions not applicable to his particular situation. He should be urged, however, to write "no" or a zero in the relevant spaces.

It should be borne in mind that the questionnaire serves as the means for an initial general survey only. The initial inventory probably will be followed at a later date by detailed inventories surveying specific aspects of the facilities pinpointed by the first stage inventory. Detailed studies of budget distribution, staff qualifications, makes of equipment, existing or contemplated automation areas, quality of service provided, etc., will require a separate second stage inventory. Therefore, it seems impractical to go initially into very great detail. For example, the question about equipment asks about the availability of reader-printers, but not about their make. If there are only a few reader-printers in the potential network, the information about their make will be irrelevant and clutter up the questionnaire. The few facilities which possess a reader-printer can be approached individually later if information is needed, for instance, for planning a central supply organization or requesting outside help in purchasing such equipment. The same considerations apply to the question about

whether automation is practiced or planned for housekeeping or retrieval tasks. Information about specific uses of automation - registration of loans, handling of periodicals, acquisition records, etc. - should be left to the second stage.

Some of the questions, including those concerning the budget, will probably not be answered during the initial interview and will have to be completed later through correspondence, telephone calls or repeat visits. When making the initial appointment for his visit, the interviewer can ask that some specific numerical information be prepared in advance. Although this seems to be a reasonable way to eliminate the need for repeat visits and additional correspondence, it seldom works in practice. Appendix B - Guidelines for Interviewers (p. 28) - elaborates further the usefulness of direct interviews as against sending out questionnaires by mail.

The preliminary work of preparing the master list of organizations included in the survey should be carried out by the same team which will later conduct the interviews. This preparatory work will give them an insight into the general situation of information facilities in the country and the organizations and people they will interview later.

The master list of the organizations to be surveyed should be divided among the interviewers on a geographical basis, to minimize travel time and expenses. It would, however, be desirable that the interviewers meet at the head office at regular intervals with the project leader and the indexer, to report on progress and to discuss problems which may crop up in the course of their work. These intervals can be a week, a fortnight or even a month, depending on the physical size of the country and the distances an individual interviewer will have to travel.

Each interviewer should be responsible for the completion of his questionnaires from start to finish, including making the initial appointments for interviews, checking replies, etc. Only the final recording of the answer to the question about the subject matter covered by a facility (question on page 2 of the questionnaire) should not be left to the exclusive

discretion of the interviewer, but should be discussed with a classifier/indexer, who has the final responsibility for this part of the work. The classifier/indexer, perusing a l l the returned questionnaires, decides on the terminology and depth of the classification and ensures uniformity of the answers.

Manpower to conduct the inventory

* project leader
* secretary/typist
* interviewers
* classifier/indexer

In small and geographically compact countries one person could perform more than one job. For instance, the project leader could carry out the functions of the classifier/indexer in addition to being the project leader.

The project leader should be preferably a senior graduate librarian and should be familiar with the conditions prevailing in the country with regard to government offices, institutes of higher learning, research establishments, professional organizations, industrial and commercial firms, etc.

It is not desirable that he should be an information scientist or subject specialist, as the inventory, especially in developing countries for which it is primarily meant, will encompass mainly conventional special libraries and not facilities employing modern non-conventional retrieval methods. Whereas a senior librarian will be more or less familiar with the principles of computer application to household tasks of a library and retrieval of information, an information scientist will be less familiar with the problems and working methods of a library.

The project leader should receive his terms of reference from the inventory taking authority and decide accordingly which organizations should be included into the inventory. He will have to finalize the list of the facilities to be surveyed; prepare the questionnaire; maintain all contacts

with the inventory taking authority and with heads of organizations and facilities which will have to be approached; engage, train and supervise the staff; be responsible for the timetable and budget of the project and plan its final output.

The secretary/typist will have to carry out all clerical tasks, like correspondence, filing of records, helping make appointments, etc. The number of secretaries will depend on the size of the project. Possibly in outlying areas part-time secretaries may need to be employed, in addition to those in the head office.

The interviewers should have some previous training in librarianship, persistence, thoroughness, a pleasant personality and good public relations ability.

The team of interviewers will have to be carefully selected and made intimately familiar with the contents of the questionnaire. The exact meaning of every question, terminology to be used, depth of answers expected, the reason each question is asked, the ultimate purpose of the project, and the various uses it will be put to should be explained in detail. If the number of interviewers is very small this can be done by the project leader on an individual basis. Otherwise it is preferable to hold a day's seminar devoted to this purpose.

The number of interviewers will depend on the number of facilities to be interviewed and the time allotted for the compilation of the survey. As a basis for calculation, it can be assumed that each interview lasts $1^1/_2$ to 2 hours and that the interviewer will make two visits a day. The rest of the working day is spent in the office with correspondence, telephone calls, checking filled-in questionnaires, making future appointments and checking the subject entries with the indexer.

The classifier/indexer should have previous experience in indexing and preferably some knowledge of library classification schemes. His task will be to centralize all the replies concerning the subject matter covered by

individual facilities, received by the interviewers. He should check the subject headings proposed by the interviewee together with the interviewer responsible for the filling-in of the particular questionnaire and make the final decisions about the terms to be used to ensure uniformity of terminology as well as the level of concepts to be selected in each case.

OUTPUT PREPARATION AND USE

After the questionnaires are properly filled-in, they are ready for processing either manually or in machine-readable form. Processing includes extraction of statistical data, evaluation of existing facilities and the preparation of valuable by-products.

Processing for planning

The processing should be handled preferably in two stages. The first stage should provide a general overview of the existing situation, help pinpoint strong and weak points, and identify areas for further in-depth study where necessary (see Appendix C, Tables I-III). The second stage can study in greater depth aspects identified by the first stage processing as demonstrated in Appendix C, Table IV.

Table I of Appendix C is an example of a statistical summary of first stage processing, reviewing the existing facilities by ownership and giving information on total expenditure, total manpower, total stocks, etc., of an imaginary country. This table reveals that the contribution of the private sector to the national information services is only minimal and that the initiative for their provision is left to the government. Further, that a total staff of 400 provides services based on a collection of 2,500,000 books with yearly additions of 70,000 volumes and 17,500 current periodical titles. This seems inadequate and the staff's distribution among the facilities appears unbalanced.

Tables II and III are statistical summaries of expenditures and manpower also derived from first stage processing.

Table II details, in three main groups, the expenditures of the same imaginary country for acquisitions, manpower, and maintenance. This table reveals that the division of the budget does not encourage the proper use of existing stocks, since the portion of the budget earmarked for manpower (32% of the total) is very low in relation to the amount spent on acquisitions (50% of the total). Due to inadequate manpower the stock can not be adequately processed. Services supplied to users are less in scope and depth than could have been rendered from the same stock if adequate manpower were available. The "acquisitions" item in the same table reveals that the expenditure for books (64% of total acquisitions) is very high in relation to the expenditure for periodicals (28% of total acquisitions) and other materials and outside services (4% of total acquisitions each). This may imply that the information provided is likely to be somewhat out-of-date and lacking specific detailed response.

Table III divides the available manpower in the same imaginary country into three main groups: university trained professionals, non-university trained professionals (technicians, assistants, etc.) and supporting staff (clerks, reprographers, binders, etc.). This table shows the ratio of professional to non-professional staff and indicates how far the existing situation guarantees the optimal utilization of existing manpower. It further shows that by 1980 40% of the professional staff working today will be retired. This fact is useful to know when training programs are planned.

Table IV is an analysis of university trained manpower by subject areas of their training in relation to subject areas of the facilities being staffed. This table is an example of second stage processing to study in greater depth specific problems which may have been identified during the first stage processing. Data for this table have been obtained from an additional study undertaken after the information resulting from the first questionnaire has been analyzed.

By-products of the inventory

In addition to the primary object, to provide one of the parameters for creating an improved system design of information facilities, the survey can be used for

planning training schemes and curricula for library and information workers, for standardizing processes and services, and for preparing some useful publications.

For instance, a directory of special libraries and information centers will be a very useful by-product of the inventory and will need very little editing if the information required for it is grouped in the first part of the questionnaire for manual processing or properly tagged for machine processing. Appendix D presents a suggested format for such a directory. The individual entries are arranged alphabetically by name of facility and the "main subjects" (page 2 of the questionnaire) can serve as index entries.

Another useful by-product of the survey is a "finding list" of secondary publications currently received by the various facilities in the country. A union list of serials for a country's libraries is an ambitious and expensive undertaking, requiring a large budget and trained manpower. On the other hand, a "finding list" of secondary publications is very useful as a first step in the centralization of information about the country's potential and can be easily and inexpensively prepared as a by-product of the survey (see Appendix E for a sample page).

An example of a questionnaire/input sheet for the preparation of a World Inventory of Abstracting and Indexing Services (FID/NTIS project sponsored by Unesco) is given in Appendix F.

Many other by-products can be derived from the initial survey, like address lists for professional announcements, training courses, lectures, exhibitions, etc., or location lists of specific collections of patents, reports, illustrations or others, to mention only a few.

KEEPING THE INVENTORY UP-TO-DATE

The first inventory will serve as basis for future surveys of the national information and documentation facilities of the country. However, due to the dynamic developments prevailing in most countries today, the factual information it contains will rapidly become out-of-date. To remain meaningful it will have to be up-dated regularly.

The up-dating process can be carried out by two different methods: either as a continuous process or as a project undertaken regularly at specified intervals.

If the continuous up-dating method is chosen, the survey team can be partially retained after completion of the initial survey and its personnel will then be familiar with all the problems and procedures, resulting in greater standardization and efficiency. The drawback of this approach is that the information available at any given time will not be up-to-date in the same measure for each individual facility. Information about some of the facilities will be correct as of the date of the initial survey while information about other facilities will be completely up-to-date.

An advantage of the second method is that a l l the information contained in the survey is reasonably correct as of a specified date. A disadvantage of this approach is that, even under the best conditions, undertaking a new survey will probably not be feasible more often than once every two years. The personnel needed for conducting a repeat survey will have to be reassembled and retrained each time and the survey will require almost as much time, money, and manpower as the original one.

Keeping in mind the advantages and disadvantages of both these methods, the survey taking authority will have to decide which up-dating procedure to select.

REFERENCES

This list does not intend to be an exhaustive bibliography on the subject, but only a listing of selected references to the more recent publications in the field. An attempt has been made to record activities taking place in countries with different levels of development.

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A study of resources and major subject holdings available in U.S. Federal libraries maintaining extensive or unique collections of research materials. Washington, U.S. Dept. of Health, Education, and Welfare, 1970. 670p.
The study includes a chapter on the methodology of conducting the survey. A sample of the questionnaire is included in the appendix.

2 BHATTACHARYYA, K.
Some general characteristics of special libraries in science and technology in the U.K. Journal of documentation, vol. 28, no. 3, Sep. 1972, p. 214-232.
This paper records the partial findings of a survey on special libraries, and is concerned with the identification and analysis of the essential elements of the framework within which special libraries work. Includes tables.

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Some problems of using library surveys as a research method. Library Association record, vol. 72, no. 1, Jan. 1970, p. 15-17.
The author discusses, on the basis of his own experience, some of the problems involved in conducting a survey, and suggests measures for their solution.

4 BOOZ ALLEN APPLIED RESEARCH.
Study of mechanization in DoD (Department of Defense) libraries and information centers. Bethesda, Md., 1966. Various pag. (AD 640 100).
This report summarizes the on-site study of mechanization in DoD libraries and information centers. Included are presentations and evaluations on file structure, input processing, serial control, circulation control, scope and size of collection, COSATI subject area breakdowns, etc. A bibliography is included in the report.

5 BOYLE, P.J. and BUNTROCK, H.
Survey of the world agricultural documentation services. Prepared on behalf of the FAO Panel of Exports on AGRIS and of the Working Group for Agricultural Documentation and Information of the European Communities. Luxembourg, Commission of the European Communities, 1973. 219p. (EUR 4680/1 e).
Results are presented of a world survey of secondary documentation services in the fields of agriculture, fisheries, food science and technology, and related subjects. Statistical and descriptive data are given, and a copy of the questionnaire is included in the report.

6 CAMPBELL, D. and HANSON, C.W.
Survey on information units in industrial and commercial organizations. London, Aslib, 1960. 42p.+app.
Results of a survey of the information units of a sample comprising 52 British industrial and commercial organizations. The survey collected data on the size, scope, level, organization, methods, and cost of the information units. The questionnaire is included in the report.

7 DHIR, S.C. and ANAND, S.K.
Survey of medical school libraries in South-East Asia. Unesco bulletin for libraries, vol. 24, no. 6, Nov.-Dec. 1972, p. 315-322.
Describes the result of a questionnaire that was sent to 114 institutions, 90 of which replied, in Burma, Ceylon, India, Indonesia, Mongolia and Thailand. The article includes comments and recommendations, and discusses budget, holdings, photocopy services, acquisition methods, cataloging, staff, etc.

8 DOWNS, ROBERT B.
Resources of Canadian academic and research libraries. Ottawa, Association of Universities and Colleges of Canada, 1967. 301p.
A survey of university libraries as well as colleges, public, government and special libraries. The report discusses administrative organization, technical services, readers services and use, physical facilities, library cooperation, specialized collections, etc. Report includes 30 tables and recommendations.

9 EUROPEAN INDUSTRIAL RESEARCH MANAGEMENT ASSOCIATION.
Questionnaire sur l'organisation et l'exploitation de la documentation pour la recherche et le développement industriels. Paris, 1973. 35p.
Questionnaire includes questions on administration, collection, equipment, information dissemination, staff education, and services, of an information unit.

10 FID/COMMITTEE FOR DEVELOPING COUNTRIES.
Survey of the present situation of documentation in the developing countries. Budapest, 1968. 3p. (Doc 6/1968/FID/DC).
A short questionnaire to collect data on libraries and information centers in a country. There are questions about organization, central activities, needs and plans.

11 GOLDHOR, HERBERT, ed.
Research methods in librarianship: measurement and evaluation. Champaign, Ill., University of Illinois, Graduate School of Library Science, 1968. 131p.
The papers which were presented at a conference at the University of Illinois, discuss some of newer mathematical techniques for measurement and evaluation, the problems involved in the definition of a criterion, and methods of measurement and evaluation in other related fields.

12 GREAT BRITAIN. DEPARTMENT OF EDUCATION AND SCIENCE.
Report of the National Libraries Committee. London, 1969. 335p. (Report Cmnd-4028).
The study examines the functions and organization of the British Museum Library, the National Central Library, the National Lending Library for Science and Technology, and the Science Museum Library in providing national library facilities.

13 INSTITUTE FOR INDUSTRIAL RESEARCH AND STANDARDS.
Survey of scientific and technological information in Ireland. Dublin, 1973. 2 vols.
The report discusses the objectives and methodology of the survey, and includes the various questionnaires and letters used during the survey. There are close to 200 tables throughout the report, and a list of scientific and technical information services in Ireland.

14 KRAUS, DAVID H. et al.
National science information systems: a guide to science information systems in Bulgaria, Czechoslovakia, Hungary, Poland, Romania, and Yugoslavia. Cambridge, Mass., MIT Press, 1972. xvii, 325p.
A directory of current library activities in Eastern Europe.

15 LIM HUCK TEE, E. and TANG WAN FONG.
Survey on the sources of information in science, technology and commerce in the state of Penang, Malaysia. International librarianship, vol. 5, no. 2, April 1973, p. 229-245.
A report on a questionnaire survey covering library facilities and holdings, including scientific/technical reference books, journals, commercial reference works and audio-visual materials. The survey questionnaire is reproduced as an appendix.

16 MIROPOL'SKII, Kh.
Metodika sozdaniia obzornoi informatsii. (Methods of writing surveys). Nauchno-Tekhnicheskaya Informatsiya. Series 1. Vol. 4, 1972, p. 31-34. (In Russian).
Types of survey are analyzed by their purposes narrowly specialized, complex, comparative and the requirements of the surveys are specified. Points out the need for writing summary subject plans of surveys, stressing the importance of information services in survey writing. The journal is available in English as Automatic documentation and mathematical linguistics, beginning with 1970—

17 POLINIERE, JEAN-PAUL.
Using and Improving National Information Systems for Development; some practical implications for policy-makers.(draft) Paris, UNESCO, 1974. 45p.
This study provides a pragmatic overall view of the value of national information systems to a country's development. For the purpose of the study the author consulted with experts in the field, and surveyed the essential literature published during the last five years.

18 SIROIS, JULIE.
Library status: U.S. Pacific and selected Pacific areas. Honolulu, Hawaii, Hawaii University, 1973. 182p. (PEACESAT Project LHNCBC-73-10; PB-223 044/9WL).
The current status of library holdings, services, and activities in the U.S. Pacific and other areas of the Pacific (New Zealand, Cook Islands, Fiji, Tonga, and Papua New Guinea) are described. The information provided a basis for the design of a demonstration Pacific Library Network by satellite. A questionnaire was used for the survey.

19 THOMAS, SARAH M.
Survey of medical and health information activities in Israel. Tel-Aviv, Center of Scientific and Technological Information, 1970. ii, 59p.
The survey of existing facilities was conducted by questionnaire and personal interview. The report includes discussion of the results, sample of the questionnaire, and a statistical summary of information facilities.

20 UNESCO.
Recommendation concerning the international standardization of library statistics, adopted by the General Conference at its 16th session, Paris, 13 November 1970. Paris, 1970. 19p.
The recommendation includes defi-

nitions of library terms, classification of libraries, and types of statistical data that should be reported.

21 UNESCO.
Statistics on libraries, 1971. Paris, 1972. 4p.+4 tables.
In accordance with the Recommendation concerning the International Standardization of Library Statistics, adopted by the General Conference of UNESCO at its 16th session, in 1970, the questionnaire was prepared by UNESCO for the purpose of taking national inventories.

22 UNESCO.
Study on national structures for documentation and library services in countries with different levels of development, with particular reference to the needs of developing countries. Paris, 1973. 156p.+app. (Com/WS/301).
The study summarizes and compares the present state of documentation and library services in selected developing and developed countries. The questionnaire is included in the appendix.

23 UNESCO/ICSU.
UNISIST; study report on the feasibility of a world science information system. Paris, 1971. 161p.
The study concludes that UNISIST should act as a catalyst to stimulate international cooperative agreements among information systems, and as an initiator of new projects designed to improve world information tools and resources.

24 UNITED STATES. DEPT. OF HEALTH, EDUCATION, AND WELFARE. OFFICE OF EDUCATION.
Survey of special libraries serving the Federal government. Washington, National Center for Educational Statistics, 1968. viii, 108p.
This report presents comprehensive statistical and related information on special libraries serving the Federal government, their organization, staff and operating expenditures. Data is also given for the primary subject areas of the collections, and the libraries functions are tabulated. The report includes a copy of the questionnaire.

25 * * *
West Asian special libraries and information centers. Available from ERIC Document Reproduction Service, Bethesda, Md. 1971. 27p. (ED-073 814).
The survey is presented on a country by country basis. Fifteen out of the twenty countries were visited personally by the interviewers conducting the survey.

CIRCULAR LETTER TO ORGANIZATIONS WHICH MAY MAINTAIN
AN INFORMATION/DOCUMENTATION FACILITY

Date .....

Dear Sir/Madam,

To ensure the most effective use of existing scientific and technological libraries and other documentation and information facilities, we are taking an inventory of what is currently available in our country.

This survey will enable us to help you to trace publications and services you may need. It will also show up possible gaps and shortcomings in information services which national planning could reduce or eliminate.

We need your help to help you!

Please use the attached form to let us know if your organization maintains a scientific or technical library or documentation or information unit. If the answer is "yes", we will ask you at a later date to agree to an appointment with an interviewer from our office, who will, with your help, fill-in a questionnaire about the facility you maintain.

Yours very truly,

==========

(name and address of organization taking the inventory)

Date .....

Gentlemen, please be advised that our organization

____ maintains a scientific or technological library, documentation or information
____ unit. [Please circle the applicable type(s) of facility]

____
____ does not maintain a n y library or documentation or information unit
____

____ maintains a general library for recreational reading only. [To be answered
____ by government ministries, hospitals, bank and industrial and commercial
____ undertakings o n l y]

Name (of answering organization)
Address (of answering organization)
Telephone (of answering organization)
Telex (of answering organization)

Name of Person in Charge _____ Position _____ Signature _____

NATIONAL INVENTORY OF INFORMATION AND DOCUMENTATION FACILITIES

Put only one number or letter in a space. Do not fill-in black-bordered boxes.

Interviewer: _____ Interviewer's Organization: _____

Person Interviewed & Position: _____ Date: _____

PART A Administration and Profile of Operations *(card 01)*

0 1 Name of Parent Organization: _____

79. Ownership by: *Check only one*
(1) Government (2) Local Authority (3) Other Public
(4) Private-for-profit (5) Private not-for-profit (6) Other non-public

80. Type of Organization: *Check only one*
(A) Educational *(non Medical)* (E) Professional Association (J) Museum
(B) Medical, Dental, Veterinary (F) Research Institute (K) Foundation
(C) Government, Public Office (G) Commerce (L) Industry
(D) Communications (H) Religious Institution (M) Foreign Embassy
(N) Other, *explain:* _____

(card 02)

0 2 Name of Facility: _____

72-77. Type of Facility: (1) Library (2) Documentation Center (3) Archive
(4) Information Center (5) Information Analysis Center
(6) Other, *explain:* _____

78-80. Year Established: _____

(card 03)

0 3 Address: _____ *Street Address and/or P. O. Box* _____ *City/Town and State* _____ *Zip Code*

Phone Number: _____ Telex Number: _____

Name & Title of Person-in-Charge: _____

78. Is this facility a central library with subsidiary branches? (A) Yes ( ) No

78. Is this facility a branch library subsidiary to a central library? (B) Yes ( ) No

79-80. If the answer to either question is "yes", state the number of branches in the system: _____

(card 04)

7-30. Services Provided: *Check all applicable answers*

	General Public	Employees of Parent Organization	Clients of Parent Organization	Students or Others with Special Recommendations
Use of Reading Room	A	G	N	U
Borrowing Privileges	B	H	P	V
Bibliographies & Lit. Searches	C	J	Q	W
Current Awareness Services	D	K	R	X
Tailored SDI Services	E	L	S	Y
Consulting Services	F	M	T	Z

31-78. Days and hours facility is open for service: _____

79-80. Number of hours open per week: _____

0 4

(card 05)
Main Subjects: *Circle the 3-digit code for all applicable subjects. If all or most subfields of a major subject are applicable, then circle only the major subject code ending in "0".*

010 All Inclusive
020 Religion
030 Philosophy
040 Psychology
050 Education
051 Higher
052 Primary
053 Secondary
054 Special (incl. Mentally Retarded and Physically Handicapped)
055 Vocational
060 Social Sciences (incl. Sociology, Labor, Welfare)
070 Economics (Accounting, Banking, Commerce)
080 Political Science (Local, Foreign, International)
090 Law
100 Linguistics and Literature
110 Ethnography and Folklore
120 Homeland Studies
130 Geography
140 Earth Sciences
141 Atmospheric Sciences
142 Geology
143 Hydrology
144 Minerals
145 Oceanography
150 Ecology (incl. Polution)
160 Energy Problems
170 Exact Sciences
171 Astronomy
172 Mathematics
173 Physics
174 Space Sciences
180 Computer Science
190 Statistics
200 Chemistry
210 Engineering
211 Aeronautical
212 Agriculture
213 Building
214 Civil
215 Chemical
216 Electrical
217 Electronic
218 Mechanical
219 Military
21A Mining
21B Naval
21C Public Health, Water Supply, Sanitation
21D Road and Railway
220 Technology
221 Food
222 Glass
223 Leather
224 Metallurgy
225 Paper
226 Plastics
227 Rubber
228 Silicate
229 Textile
22A Wood
22B Other
230 Military Science
240 Urban Studies
250 Administration & Management
260 Library & Information Science
270 Agriculture
271 Arboriculture (Orchards, Vineyards)
272 Field Crops
273 Fisheries
274 Forestry
275 Horticulture
276 Livestock
280 Life Sciences
281 Biology
282 Botany
283 Physiology
284 Zoology
290 Medicine
291 Cancer
292 Cardiology
293 Dentistry
294 Endocrinology
295 Hematology
296 Neurology
297 Psychiatry
298 Pediatrics
299 Tropical Diseases
29A Urology
29B Veneral Diseases
29C Veterinary
300 Pharmacy
310 Sports
320 Home Economics
330 Photography
340 Art
350 Music
360 History

Does the facility have extensive holdings in any very specialized subject areas not adequately indicated above? (***) No.

If "yes", specify which areas: ↓

05 Card 1 of Cards

PART B The Collection (card 06)
Show the languages included in the collection by percentage of the total. Record up to three specific languages not printed on this form in columns 13-21, 28-36, and 43-51. Percentages should total 100%.

06 ____% Local Language
____% English
____% French
____% German
____% Russian
____% Spanish
____% Chinese
____% Japanese
____% ____
____% ____
____% Others

Size of Collection:
Book Volumes ____
Manuscripts ____
Periodical Titles ____
Printed Abstracting & Indexing Services ____
Microform Items ____

(card 07)
Titles of Abstracting and Indexing Services. *List title only. If more space is required, record the excess on attached pages under the heading "Abstracting and Indexing Services".*

07 Card 01 of Cards

B - 2

(card 08)

7- 8. Number of Magnetic Tape (Data-Base) Services:____

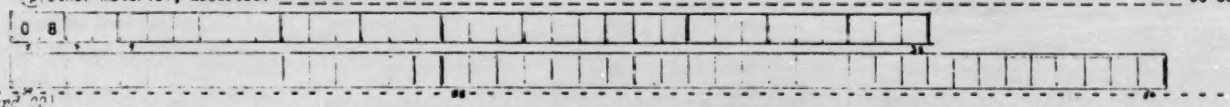
9-38. Titles of Magnetic Tape Services. *List title and acronym, if any.*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

39-54. Systematic Collections. *If the facility has only occasional items of these materials, do not check the answer. If the facility maintains systematic collections of these materials, check the answer and record the sources and subjects in the appropriate diagrams.*

(C) Trade Catalogs (Materials, Products, Processes - *not Literature*)	(M) Maps & Aerial Photographs	(D) Directories (Who's Who, Associations, Institutes of Higher Learning, etc.)
(P) Patent Specifications	(R) Reports	(B) Brochures, Pamphlets & Reprints
(E) Engineering Drawings	(A) Sheet Music	(I) Illustrations & Photos (*excl. Aerial Photos*)
(S) Specifications	(G) Records (Music)	(N) Newspaper Clippings
(T) Theses & Dissertations	(H) Tapes (Music)	(F) Films and Slides

(O) Other material, *describe:* _____ 55-80.



(card 09)

(C) Trade Catalogs: *If space is not sufficient, record excess on attached pages under the heading "Trade Catalogs".*

Country	Subjects (Materials, Products, Processes)	Country	Subjects (Materials, Products, Processes)

(P) Patent Specifications or Abstracts: *If space is not sufficient, record excess on attached pages under "Patent Specifications".*

Country	Subjects (*Record "ALL" if every patent currently issued by a country is acquired.*)

(E) Engineering Drawings: *If space is not sufficient, record excess on attached pages under the heading "Engineering Drawings".*

Subjects	Subjects

(card 09 - continued)

(S) Specifications: *If space is not sufficient, record excess on attached pages under the heading "Specifications".*

Country	Subjects	Country	Subjects

(T) Theses and Dissertations: *If space is not sufficient, record excess on attached pages under the heading "Theses & Dissertations".*

University	Subjects

(M) Maps and Aerial Photographs: *If space is not sufficient, record excess on attached pages under the heading "Maps & Aerial Photos".*

Country	Subject (Geological, Metereological, Political, Geographical, etc.)

(R) Reports: *If space is not sufficient, record excess on attached pages under the heading "Reports".*

Country	Organization	Country	Organization

09 Card 01 of [ ] Cards ‡

09 Card 02 of [ ] Cards

‡ = 0-2-8

(card 10)

Changes in Collection during the last fiscal year:

7. Has the collection grown? (Y) Yes (N) No
8. Has the collection been weeded? (Y) Yes (N) No
9. Did substantial losses occur due to accident, theft, misuse, misfiling, etc.? (Y) Yes (N) No

10	Type of Item	Amount of New Material		Amount Weeded Out
	Books		volumes	
	Periodicals		titles	
	Microforms		items	
	Manuscripts		items	
	Abstracting & Indexing Services		services	
	Magnetic Tape (Data Base) Services		services	
	Trade Catalogs		items	
	Patent Specifications		items	
	Engineering Drawings		items	
	Other Specifications		items	
	Theses and Dissertations		items	
(card 11) 11	Maps and Aerial Photographs		items	
	Reports		items	
	Directories		items	
	Brochures, Pamphlets & Reports		items	
	Illustrations and Photographs		items	
	Newspaper Clippings		items	
	Films and Slides		items	
	Sheet Music		items	
	Records (Music)		items	
	Tapes (Music)		items	

PART C Premises (card 12)

Areas are recorded in (circle one) square meters / feet / yards. *Use same unit of measure for all answers.*

12 Total area: Closed Stacks: Work area for staff: User's area (reading-room and open stacks): Number of seats in reading room:

31. Were premises planned in advance for use by this facility? (Y) Yes (N) No
32. Is space available for expansion of the facility? (Y) Yes (N) No
33-37. Are premises also used for other purposes? (N) No If "yes", *check all appropriate answers:*

(M) Meetings (L) Lectures, Seminars, Classes (S) Storage
(W) Office-work (O) Other purposes, *explain:*

PART D Budget

State all amounts in local currency, even if actual expenditure must be made in foreign currency. Use data for last fiscal year if possible and rounded figures when convenient.

38-43. Data covers the 12-month period ending:

44. Does the facility have a pre-planned budget? (N) No If "yes", state percentage of total budget provided by:

Parent Organization:	%
Service Fees from users:	%
Grants from foundations or government:	%
Other sources:	%

Should total 100%

Describe other sources *(if any)*:

67-74. Payment for acquisitions is made by *(check all applicable answers)*:

(A) Prepaid vouchers (B) Prepaid Deposit Accounts (C) Payment on receipt of bill (D) UNESCO coupons
(E) Open Account (F) Payment with reciprocal services (G) Payment at time of purchase (H) Other methods

75. Are any acquisitions obtained in exchange for publications or services from the facility: (N) No

If "yes", state value of such acquisitions during the last fiscal year:

B - 5

(card 13)

1 3

	Percentage of Stated Amounts Required in Foreign Currency
Total Expenses	
Acquisitions	
Books	%
Periodicals	%
Services*	%
Other Materials	%
Salaries	
Professionals**	
Non-professionals	

61. Does the facility have a special foreign-currency budget?

(N) No If "yes", answer the following:

61-63. Type of currency: _____

64-69. Equivalent amount in local currency: _____

70-75. Sources: _____

_____

* *Abstracting & indexing, magnetic tape (data base) and similar services* ** *See definitions below under Personnel*

76. Are maintenance and overhead expenses included in the facility's budget? (N) No 76-80. If "yes", state the amount: _____

PART E Personnel (card 14)

"Professionals" include university and non-university graduates working in the fields of librarianship, documentation or information, such as documentalists, information scientists, computer programmers & analysts, and personnel with other scientific or technical training whether or not they have had any formal training in the profession. "Non-professionals" include clerks, reprographers, binders, and similar personnel. Do not include maintenance and sanitation employees in any category.

Total staff (*excluding temporary*) employed in any capacity	
Number of professionals without a degree in Library or Information Science but with a degree in:	
Exact, Natural, Technical or Life Sciences	
Education, Law, Social or Behavioral Sciences	
Humanities or Linguistics	
Number of professionals with only a degree in Library or Information Science	
Number of professionals with a degree in Library or Information Science plus any other degree	
Total number of university graduate professionals	
Number of non-graduate professionals who completed 1 to 3-year schools in Library or Information Science	
Number of non-graduate professionals who completed only short courses in Library or Information Science	
Number of non-graduate professionals who have not completed schools or courses in Library Science	
Total number of non-graduate professionals	
Number of professionals who will retire prior to 1981	
Total number of non-professionals	
Number of temporary employees (students, literature searchers, abstractors, etc.)	
Sum of total hours/year worked by all temporary workers	
Number of professionals who have completed Library or Information Science schools/courses in this country	
Number of professionals with at least one degree obtained in this country	

51-70. Professionals with any library education obtained outside this country. *List up to 5 countries and the number of professionals trained in each:*

_____ _____ _____ _____ _____

71-80. State all foreign languages in which one or more staff members can perform professional duties:

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

(card 15).

1 5

Allocate personnel among the various services or departments of the facility in accordance with the following chart. *Staff members who work in more than one department or service area should be recorded in each category that represents a substantial portion of their time. For this reason, column totals may exceed the analogous figures in card 14.*

Department or Service	Univ. graduate professionals		Non-graduate professionals		Non-professionals	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
Acquisition						
Cataloging						
Classification						
Circulation						
Reference and Information						
Other						

79-80. Number of reference and information workers with university degrees in the field in which they provide reference services: _____

(card 16)

PART F Technical Services *(Check all applicable answers)*

9-80. Acquisitions - New material is selected by: (A) Subject Specialists (B) Librarians (C) Others, *explain:* #C

Automation -

Are any housekeeping functions automated? (D) No If "yes", *state which:* #D

Are any retrieval processes automated? (E) No If "yes", *state which:* #E

If both answers are "no", does the facility have plans for automation within the next 3 years? (F) Yes ( ) No

Cataloging - An inventory list is maintained for the following items:

(G) Entire Collection (H) Books (I) Periodicals

(J) Other materials, *specify:* #J

Is all or part of the collection catalogued? (K) No If "yes", *indicate how:*

(L) Dictionary (M) Author (N) Title

(O) Shelf List (P) Subject, *specify system:* #P

(Q) Other, *specify how and system:* #Q

Are analytical catalogs maintained for any part of the material (*e.g.:* journal articles, parts of books)? (R) Yes ( ) No

Are catalog cards received from outside sources (*e.g.:* LC, BNS)? (S) Yes ( ) No

The following cataloging rules are used:

(T) Anglo-American Rules (U) Vatican Code (V) Private Methods

(W) Other, *specify:* #W

Does the facility participate in a Union Catalog? (X) No If "yes", *check all applicable types:*

(Y) Your entire country (Z) A group of libraries in your country

(&) Others, *specify:* #&

Classification and Retrieval (Input) Systems - Is any part of the collection classified? (•) No

If "yes", *specify the types of materials and the classification system used for each in the diagram under card 17.*

1 0 Card 1 of Cards

(card 17) –

Type of Material	Classification System (Dewey, UDC, LC, Uniterm, Peek-a-boo, etc.)
cols 9-20.	*cols* 21-32.
33-44.	45-56.
57-68.	69-80.
9-20.	21-32.
33-44.	45-56.
57-68.	69-80.

1 7 Card 1 of Cards

PART G User Services *(card 18)* 1 8

7- 9. The following items are loaned *(check all applicable items and show number of borrowers and items borrowed during the last fiscal year):* (A) Books (B) Periodicals (C) Other Materials, *describe:*

Type of Material	Number of Borrowers/Year	Items Borrowed/Year
Books		
Periodicals		
Other materials		

Interlibrary loan and photocopy services. *(If these services are not available, insert "0" in the appropriate places in the table.)*

	Number of Items Borrowed From	Number of Items Loaned To	Number of Photocopied Items Obtained From	Number of Photocopied Items Sent To
Local Libraries				
Foreign Libraries				

Reference and Information Services *(card 19)*

7- 9. Are any reference or information services provided? (N) No If "yes", *check all applicable types:*

(A) Users are directed to appropriate publications

(B) Users are directed to sources of required information (specialists, organizations, etc.)

(C) Required information is traced and provided in a processed form (checked, evaluated)

10-15. Number of requests filled during past fiscal year: _ _ _ _ _ _

16. Are retroactive literature searches performed on request? (N) No

17-20. If "yes", how many bibliographies were compiled during the past fiscal year? _ _ _ _ _ _

21-23. Are abstracts prepared on request? (N) No If "yes", how many were prepared during the past fiscal year? _ _ _ _ _ _

24-26. Are state-of-the-art reviews prepared? (N) No If "yes", how many were prepared during the past fiscal year? _ _ _ _ _ _

27. Are SDI (selective dissemination of information) services provided? (N) No If "yes", *answer the following:*

28-31. Manual SDI services were provided for _ _ _ _ _ _ users/year.

32-35. Automated SDI services were provided for _ _ _ _ _ _ users/year.

36-39. Are current-awareness services provided? (N) No If "yes", *check all applicable types:*

(A) Distribution of lists of new publications received by the facility

(B) Routing of new periodicals received by the facility

(C) Distribution of Content Pages

(D) Distribution of lists of internal reports from parent organization

40. Does the facility provide any information services not listed above? (N) No

41-56. If "yes", *specify:* _ _ _ _ _ _

PART I Special Equipment *(card 21)*

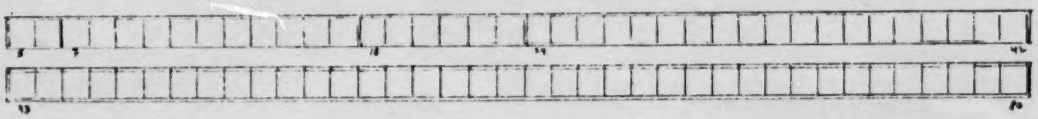
7-17. *Check all items listed below which your facility has:*

			cols
(A) Electric Typewriters	(D) Copying Equipment	(G) Microform Readers - - - - - How many? ___	18-19
(B) Duplicating Equipment	(E) Catalog Card Duplicators	(H) Microform Reader-printers - How many? ___	20-21
(C) Photographic Equipment	(F) Printing Equipment	(J) Computer Terminals- - - - - How many? ___	22-23

(K) Computer, or permanent access to a Computer

(L) Other major equipment, *describe:* _____

_____ 24-80



GUIDELINES FOR INTERVIEWERS

It is possible to conduct an inventory of the information facilities of a country by mail, i.e., to send out questionnaires and to expect to receive them back in due time, properly filled-in.

However, experience has shown that this may be a lengthy procedure with only poor results, since:

* many people object to answer lengthy questionnaires
* it is hardly possible to design a questionnaire, which will elicit automatically accurate and uniform answers
* a busy person who has to fill-in the questionnaire may postpone again and again this time-consuming task, so that "follow-up" efforts may become excessive
* control of the timetable for the completion of the inventory may become unrealistic as it will depend entirely on the good will of the respondent
* the inventory taking authority will have to be content with a low percentage of answers received

A good interviewer, on the other hand, can overcome resistance, elicit relatively complete and uniform answers and control the time factor of the work progress. What a good interviewer should do and should not do is graphically summarized by A. Daniels and D. Yeates(*) in an "interviewer's checklist".

do	*don't*
plan	be late
make appointments	be too formal or too casual
ask questions at the right level	interrupt
listen	use technical jargon
use local terminology	confuse opinions with facts
accept ideas and hints	jump to conclusions
collect documents and forms	argue
check the facts	criticize
part pleasantly	suggest

(*) A. Daniels and D. Yeates. Basic training in systems analysis. London, Pittman Publ., 1969, p. 27.

It could be added: always be patient and good humored, never show superiority in knowledge, and know the questionnaire intimately before starting an interview.

The questionnaire is actually self-explanatory, but some remarks may be added to clarify part of the questions for greater uniformity of answers.

The questions referred to are identified by card and column numbers.

PART A - ADMINISTRATION AND PROFILE OF OPERATIONS

04-7-30 This "services provided" question partly duplicates questions in Part G; in Part A the response should provide general data only, such as is suitable for inclusion in a directory type of publication for information to the general public, whereas the responses in Part G lend themselves to numerical analysis and go into great detail about types of reference and information services practiced.

05-10-80 "Main subjects" should not be regarded as an attempted classification scheme, but only as a checklist of possible subjects collectively covered by the facilities of the country. The list of "main subjects" has to be carefully studied before starting the inventory and adapted to local conditions. E.g., in a particular country there may not occur any "tropical diseases" at all, but there may be widespread rachitis. If so, "rachitis" may be substituted in the questionnaire for "tropical diseases".

Under "specialized subjects" only really representative collections should be listed, which are not adequately described by the suggested subject divisions. E.g., a collection on "soil amelioration" would get lost under the general heading of "agriculture" and therefore would warrant an entry as "specialized subject".

PART B - THE COLLECTION

07-11-80 The questionnaire is designed to identify Abstracting and Indexing Services by ISSN (International Serials Standard Number). If this code is not conveniently available to the inventory taking organization, a shorter (3-digit) number may be arbitrarily assigned, exactly as it is done for Magnetic Tape Services on card 08.

PART C - PREMISES

12-8-27 The interviewer may have difficulties in eliciting exact answers to questions about space division, as in smaller facilities

the premises may consist of one room only, which has to serve all purposes: working space for staff, users' area and stocks. It is suggested that the interviewer evaluate with the help of the interviewee what part of the total space accommodates the staff, what part is taken up by the stocks and what by the seating arrangements for the users.

PART D - BUDGET

12-28-80 and 13-7-80 Obtaining complete and accurate budget information is one of the most difficult tasks the interviewer faces. The reticence of interviewees on this topic is well-entrenched if not well-founded. The skillful interviewer will communicate the truth - that this data is essential for accurate analysis of the country's information and documentation resources, that the data is confidential and will not be published, and that lack of information in this area will severely diminish the value of all other data collected, and hamper effective planning for the development of information facilities of the country.

Should the interviewer be unable to obtain exact data to these questions, it is suggested that together with the interviewee he should try at least to evaluate the approximate amounts.

PART E - PERSONNEL

14-23-31 Library technicians, assistant librarians, information technicians or whatever the local terminology may be, are termed here "non-graduate professionals". They are staff members who graduated from vocational non-university library, documentation or information science schools and/or shorter or longer courses in the above subjects.

PART F - TECHNICAL SERVICES

16-V Enter "private methods" for schemes or methods elaborated by the facility itself.

17-9-80 To the question "classification systems" - "private method" is a possible answer under circumstances as above.

PART G - USER SERVICES

19-63-66 The concept of "geographical region" of a country will differ from country to country and has to be defined before embarking on the inventory taking. It can be an administrative concept or a concept defined by usage. If there is an appreciable number of regions in

the country the interviewer should prepare a list of them in advance for easing reference during the interview, to eliminate ambiguities.

19-65-66 Percentage of users in your country except those in your own region.

PART H - MISCELLANEOUS ACTIVITIES

20-7-20 Under "special relationship" can come grants, exchange of information, exchange of services, cooperation in defining policy, cooperation in specific projects, and others.

20-31-40 Meant is membership of the facility, not of individual staff members.

PART I - SPECIAL EQUIPMENT

21-7-80 The answer is "yes" if the equipment is available at the facility itself or at the parent organization, within easy reach of the facility (if the parent organization is at the same premises with the facility and the use of the equipment is by right and not by suffering).

CODING INSTRUCTIONS

Card 01

Col 1- 4 Arbitrary 4-digit number to identify all data relating to any one library. Numbers from 0001 to 9999 can be assigned by the interviewing organization (hereinafter referred to as "I.O.") as each completed questionnaire is received. As an alternative, blocks of numbers can be assigned to individual interviewers. THIS NUMBER APPEARS IN Col 1-4 ON EVERY CARD.

Col 5- 6 Card number identifying each card. EVERY CARD IS PRECODED WITH ITS PROPER NUMBER.

Col 7-78 Name of parent organization, abbreviated if necessary to not more than 72 characters including blanks.

Col 79 Coded with one digit from "1" to "6".

Col 80 Coded with one letter from "A" to "N". Any explanation following item "N" is not coded. However, the I.O. may use the explanation to determine that the answer should properly be coded in any other specific category.

Card 02

Col 7-71 Name of facility, abbreviated if necessary to not more than 65 characters including blanks.

Col 72-77 Coded with up to six digits from "1" to "6". Any explanation following answer "6" is not coded but may be used to determine that the answer should properly be coded in one or more other categories. Sequence of numbers is not significant.

Col 78-80 Coded with the last three digits of the 4-digit "year established".

Card 03

Col 7-23 Coded with street number & name and/or post office box number, abbreviated if necessary to not more than 17 characters including blanks.

Col 24-35 City (or town) and State, abbreviated if necessary to not more than 12 characters.

Col 36-40 Zip code or similar geographical designation.

Col 41-50 10-digit phone number, including area code or prefix.

Col 51-56 Telex number available for use by facility.

Col 57-77 Name and title of person-in-charge, abbreviated if necessary to not more than 21 characters including blanks.

Col 78 Coded "C" if facility is a central library with subsidiaries, "B" if facility is a (subsidiary) branch library itself, and left blank if it is neither. Independent libraries without branches (subsidiaries) are coded blank.

Col 79-80 If col 78 is blank, col 79-80 will also be blank. If col 78 is coded "C" or "B", then col 79-80 will be coded with the number of branches in the system, from "01" to "99".

Card 04

Col 7-30 Coded with up to 24 letters of the alphabet in any sequence, using one letter from each "box" checked in the "Services Provided" chart.

Col 31-78 Free-text description of facility's hours of operation using customary or standardized abbreviations for days of week and times of day. For example: "Mon-Fri 9 am - 2 pm, Mon & Wed 5 pm - 9 pm". Answer must utilize not more than 48 characters including blanks.

Col 79-80 Coded with digits indicating number of hours facility is open per week.

Card 05

Col 7 Card 05 may occur up to 9 times, depending on the quantity of data to be encoded. The first card 05 is coded "1" in col 7, the second is coded "2" in col 7, etc.

Col 8 Col 8 contains the total number of card 05's utilized. It must be coded with one digit from "1" to "9". Cols 7 & 8 enable the computer to determine how many card 05's were used, whether they are in sequence (they must be), and whether any are missing.

Col 9-80 These columns are used in groups of three to record subject codes, putting not more than 24 such codes on each card. In theory, a facility could record up to 80 different subject codes, requiring three and a fraction cards for this purpose. Most facilities will require one or two card 05's. The 3-digit codes MUST be recorded in ascending order.

The answer to the question "Does the facility have extensive holdings..." will also be coded on card 05, using the columns immediately following the last recorded subject field from "Main Subjects". If the answer is "No", then the next three columns will be coded "***". If the answer is "yes", then the specified subject areas will be coded in free text with the special symbol "ǂ" (the delimiter symbol) coded once before each subject area and twice ("ǂǂ") after the last subject area. For example, the special library of a large insurance company may be coded as follows (beginning with column 9):

"070172180190250ǂactuarial scienceǂinsuranceǂunderwritingǂǂ".

Card 06

Col 7-12, 22-27, 37-42 and 52-57. These columns contain the percentage of each language contained in the collection. Leading zeros may be blank, so that 8%, for example, may be coded "08" or "ƀ8". ("ƀ" is the symbol for blank.) The percentages stated must total 100%. If the "local language" is identical to one of the seven specified languages, then cols 7-8 should be left blank.

Col 13-21, 28-36 and 43-51. These columns may be used to specify up to three additional specific languages not pre-printed on the questionnaire, abbreviated if necessary to not more than 9 characters each.

Col 58-80 Coded with digits to indicate the number of book volumes, periodical titles, microform items, manuscripts, and abstracting & indexing services in the facility's collection. ITEMS LEFT BLANK WILL BE TREATED AS ZERO.

Card 07

Col 7- 8 Card 07 may occur up to 99 times, depending on the quantity of data to be encoded. The first card 07 is coded "01" in cols 7 & 8. The second card is coded "02" in cols 7 & 8, etc. Leading zero may be blank.

Col 9-10 Coded with the 2-digit total number of card 07's utilized. Leading zero may be blank. See instructions for cols 7 & 8 of card 05.

Col 11-80 These cols are used in groups of ten to record the ISSN of abstracting and indexing services, putting not more than 7 such codes on a card. Therefore, not more than 693 services can be recorded for any facility. SEQUENCE OF ISSN NUMBERS IS NOT RELEVANT. The I.O. will need a roster of these services with the ISSN number assigned to each.

Card 08

Col 7- 8 Coded with 2 digits equal to the number of magnetic tape services received by the facility. Leading zero may be blank. IF BOTH COLUMNS ARE BLANK, ANSWER WILL BE TREATED AS ZERO.

Col 9-38 These cols are used in groups of three to record which services are received, putting not more than 10 such codes in these columns. Codes may be recorded in any order. SEQUENCE IS NOT RELEVANT. It is suggested that the I.O. assign 3-digit or 3-character codes by subject area, or producing country, or cost of the service, or some other relevant criteria.

Col 39-54 Up to 16 alphabetic characters may be coded to record all answers checked to the question about "Systematic Collections". The sequence of the answers is not relevant.

Col 55-80 Free-text answer describing "other material". The text should be abbreviated, if necessary, to not more than 26 characters including blanks.

Card 09

Col 7-10 See instructions for card 07.

Col 11-80 Trade catalogs, patent specifications, engineering drawings, specifications, dissertations, maps and reports must be recorded IN EXACTLY THAT SEQUENCE. All trade catalogs (if any) must precede all patents (if any), which must precede all engineering drawings, etc.

All entries are coded in the same general format: the delimiter ("‡"), followed by a one-character code for the type of item ("C" for trade catalogs, "P" for patents, "E" for engineering drawings, "S" for specifications, "T" for theses, "M" for maps, and "R" for reports), followed by a 2-character code for country or university (2 blanks for engineering drawings), followed by a free-text description of ONE subject (or organization, in the case of reports), etc. The last entry is followed by two delimiters ("‡‡").

The maximum length for the free-text portion between any two delimiters is 100 characters including blanks.

Here is an example (beginning with column 5) from the same special library at a large insurance company (US = United States, UF = University of Florida):

090104‡CUSLIFE INSURANCE‡CUSHEALTH INSURANCE‡CUSGROUP INSURANCE‡CUSANNUITIES‡TUF
090204HUMAN MORTALITY TRENDS‡MUSPOPULATION DENSITY‡RUSSOCIETY OF ACTUARIES‡RUSAS
090304SN OF INSURANCE COMMISSIONERS‡RUSACTUARIES IN PUBLIC PRACTICE‡RUSINSURANCE
090404 COMPANY ANNUAL REPORTS‡RUSFLORIDA GROWTH FUND‡‡

Card 10

Col 7, 8, 9. Coded "Y" or "N".

Col 10-80 Coded with digits indicating "amount of new material" or "amount weeded out". Leading zeros may be blank. ANY ITEM LEFT BLANK WILL BE TREATED AS ZERO. Preferably, items answered "zero" will be coded "0".

Card 11

Col 7-80 Same as col 10-80 in card 10 above.

Card 12

Col 7 Coded "M" for meters, "F" for feet, or "Y" for yards.

Col 8-30 Coded with digits. Leading zeros may be blank. ANY ITEM LEFT BLANK WILL BE TREATED AS ZERO. Items answered "zero" should be coded "0".

Col 31,32 Coded "Y" or "N".

Col 33-37 Coded with up to five letters. Sequence of letters is not relevant. Any explanation after answer "Ø" is not coded but may be used to determine that one or more other answers should be coded.

Col 38-43 Used for the 6-digit date indicating the end of the 12-month period from which answers were obtained for all budget questions. The date is coded day-month-year. Example: June 30, 1974 would be coded "300674".

Col 44-51 If the facility does not have a pre-planned budget, these columns are coded "ØØØØØØØØ". If the facility does have a budget, these 8 columns are used to record up to four 2-digit percentages indicating the sources of the total budget. ANY 2-DIGIT ITEM LEFT BLANK WILL BE TREATED AS ZERO %. The recorded percentages should total 100%. If any one source provides 100% of the budget, then code that source "**". Leading zeros may be blank.

Col 52-66 Record "other sources" (if any), abbreviated if necessary to not more than 15 characters including blanks.

Col 67-74 Coded with up to 8 letters from "A" to "H". SEQUENCE NOT RELEVANT.

Col 75-80 If answer is "no", then code these columns "NØØØØØ". If answer is "yes", insert the value of acquisitions obtained in exchange for publications in these six columns. Leading zeros may be blank. All amounts and values are stated in local currency using rounded figures.

Card 13

Col 7-22, 25-29, 32-36, 39-43 and 46-60 are coded with figures to indicate the amount of expenses during the relevant fiscal year for the items stated. ANY ITEM LEFT BLANK WILL BE TREATED AS ZERO. Leading zeros may be blanks.

Col 23-24, 30-31, 37-38 and 44-45 are used for 2-digit percentages to show what percent of the stated expenditure must be spent in foreign currency. If any item must be disbursed 100% in foreign currency, then the relevant 2-digit percentage should be coded "**".

Col 61-63 If the facility does not have a special foreign-currency budget, this item is coded "NØØ". If the answer is "yes", then a 3-character code is used to indicate the currency involved. For example, US dollars may be coded "$US" and German marks may be coded "DMØ".

Col 64-69 If columns 61-63 are coded "NØØ" then columns 64-69 will be blank. Otherwise, record the amount of foreign currency budget USING FIGURES FOR THE EQUIVALENT AMOUNT IN LOCAL CURRENCY. All amounts are stated in local currency.

Col 70-75 Coded with up to 5 one-character codes. SEQUENCE IS NOT RELEVANT. The I.O. will determine which sources require pre-determined codes and will allocate the codes.

Col 76-80 Coded "NØØØØ" if the answer is "no" and coded with digits if the answer is "yes". Leading zeros may be blanks.

Card 14

Col 7-50 Coded with digits indicating the appropriate answers. Leading zeros may be blanks. Any item left blank will be treated as ZERO. Be sure that the five items recorded in columns 10-19 total the one item recorded in columns 20-22. Likewise, the three items recorded in columns 23-28 should equal the one item recorded in columns 29-31. And, the three items recorded in columns 20-22, 29-31 and 34-36 should equal the one item recorded in columns 7-9.

IF THESE EQUIVALENCES DO NOT OBTAIN, THE PROGRAM WILL REJECT THE ITEM REPRESENTING THE SUM AND SUBSTITUTE THE VALUE OBTAINED BY ADDING THE APPROPRIATE ELEMENTS WHICH PRODUCE THAT SUM.

Col 51-70 Up to five 4-character entries can be coded in these 20 columns. Each entry indicates the country (2-character code) in which one or more professionals obtained their library education and the number of such professionals (2-digits). The country codes should be identical to those used for data entered on card 09. A leading zero in the two digit numbers may be blank.

Col 71-80 Up to ten 1-character codes (letters and/or numbers) can be entered in these columns to represent the foreign language capabilities of the staff.

Card 15

Col 7-78 Coded with 2-digit numbers indicating the division of the facility's staff into 36 categories. For most facilities, some of these categories will not have any staff. Unstaffed categories should be coded "ØO". However, blank items will be treated as ZERO.

Col 79-80 Coded with a 2-digit number. Leading zero may be blank. If item is entirely blank, it will be treated as ZERO.

Card 16

Col 7,8 See columns 7 & 8 on card 05. Up to 9 card 16's may be used.

Col 9-80 First, up to 28 alphabetic codes ("A" to "Z","&"and "*") will be encoded, based on the answers to questions in the areas of "Acquisitions, Automation, Cataloging, and Classification & Retrieval Systems". Then, all free-text items for the same questions will be coded, prefixing each item with a delimiter ("‡") AND the single character which identifies that answer. (The delimiter and identifying character have been preprinted on the questionnaire.) The last item encoded should be followed by a double-delimiter ("‡‡"). If there are NO free-text responses to be encoded, then the last of the alphabetic codes should be followed by the double-delimiter.

Here is a hypothetical example (beginning in column 5):

"1611ABIJMNPSTZ‡DPAYROLL‡ECURRENT AWARENESS SDI‡JAERIAL PHOTOS‡PCOSATI‡‡".

If necessary, free-text answers are continued onto additional card 16's.

Card 17

If the last question on card 16, "Is any part of the collection classified?", is answered "no", then card 16 will contain the code "*" and card 17 will NOT be required.

Col 7,8 See columns 7 & 8 on card 05. Up to 9 card 17's may be used.

Col 9-20, 33-44 and 57-68 are used to record "Type of Material", abbreviated if necessary to not more than 12 characters including blanks.

Col 21-32, 45-56 and 69-80 are used to record "Classification System", also abbreviated if necessary to not more than 12 characters including blanks. Up to three types of material and the classification system used for each can be recorded on each card 17.

Card 18

Col 7- 9 Coded with up to 3 letters from "A" to "C".

Col 10-18 Free-text answer describing "other materials", limited to 9 characters including blanks.

Col 19-80 Numeric answers. Any blank item will be treated as ZERO. Leading zeros may be blanks. Answers properly stated as "zero" should be recorded as "ØØØØØ" or "ØØØØ".

Card 19

Col 7- 9 Coded "NØØ" or coded with up to 3 letters from "A" to "C".

Col 10-15 Numeric answer. If item is blank it will be treated as ZERO. Leading zeros may be blanks.

Col 16, 27 and 40. Coded "N" for "no" or "Ø" for "yes".

Col 17-20 Coded with the number of items prepared during the last fiscal year. Leading zeros may be blanks. If item is blank it will be treated as ZERO.

Col 21-23 and 24-26. Coded "NØØ" for "no" or coded with the number of items prepared during the last fiscal year. Leading zeros may be blanks. If item is blank it will be treated as ZERO.

Col 28-31 and 32-35 are coded with numbers indicating the number of users per year for manual and automated SDI services, respectively. A blank item will be treated as ZERO. Leading zeros may be blanks.

Col 36-39 Coded as "NØØØ" or with up to 4 letters from "A" to "D".

Col 41-56 Free-text answer, limited to 16 characters including blanks.

Col 57-62 Number of users during last fiscal year. Item must not be blank.

Col 63-80 Two-digit percentage figures. Any blank item will be treated as 0%. If any one item is 100%, record it as "**".

Card 20

Col 7-20 Coded "NØØØØØØØØØØØØØ" or with free-text answer limited to 14 characters including blanks.

Col 21-30 and 31-40. Same as columns 7-20 above, but answers are limited to 10 characters each including blanks.

Col 41-46 Coded with up to 6 letters from the group "A - Q". Sequence of letters is not relevant.

Col 47-66 Free-text answer limited to 20 characters including blanks.

Col 67 Coded "N" for "no" or "Ø" for "yes".

Col 68-80 Free-text answer limited to 13 characters including blanks.

Card 21

Col 7-17 Coded with up to 11 letters from the group "A" to "L".

Col 18-23 Two-digit answers. Blank items will be treated as ZERO. Leading zero may be blank.

Col 24-80 Free-text answer limited to 57 characters including blanks.

TABLE I - STATISTICAL SUMMARY OF SURVEY DATA
(example of first stage output)

Ownership	Number of facilities	Expenditure (in local currency)	Library holdings			Manpower
			Books		Periodicals current	
			Stock	Added last year		
Government	20	4,300,000	150,000	10,000	2,500	60
Local Government	4	1,000,000	32,000	2,500	750	8
Institutes of Higher Learning	10	16,000,000	1,800,000	42,000	10,000	300
Independent Research Institutes	5	3,000,000	200,000	8,000	2,000	18
Museums	2	300,000	175,000	400	200	2
Banks	1	50,000	10,000	300	100	2
Industry	3	100,000	18,000	3,000	750	3
Commerce	3	150,000	15,000	1,200	600	3
Professional Societies and Associations	2	100,000	100,000	2,600	700	4
Total	50	25,000,000	2,500,000	70,000	17,500	400

TABLE II - STATISTICAL SUMMARY OF EXPENDITURE FOR THE YEAR 19—
(example of first stage output)

Type of expenditure	Local currency	%
Total expenditure	25,000,000	100%
Acquisitions	12,500,000	50%$^{\Phi}$
Books	8,000,000	64%$^{\Theta}$
Periodicals	3,500,000	28%$^{\Theta}$
Other types of material	500,000	4%$^{\Theta}$
Outside services	500,000	4%$^{\Theta}$
Manpower	8,000,000	32%$^{\Phi}$
Professionals on all levels	6,000,000	75%$^{\Psi}$
Supporting staff	2,000,000	25%$^{\Psi}$
Maintenance of premises and equipment	4,500,000	16%$^{\Phi}$

Φ of total expenditure

Θ of total expenditure for acquisitions

Ψ of total manpower

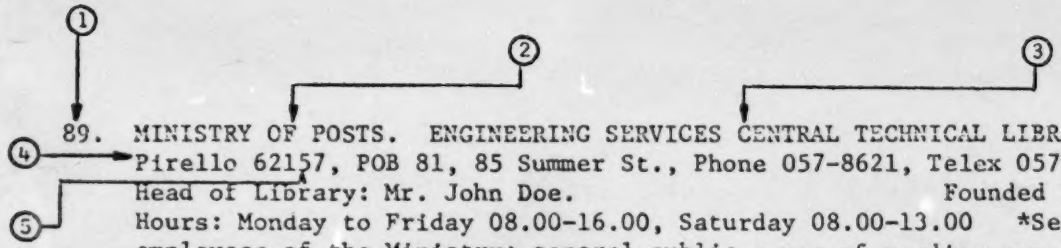
TABLE III - STATISTICAL SUMMARY OF MANPOWER
(example of first stage output)

Type of staff	Total numbers	% of total
All staff employed	400	100
University-trained in all disciplines	100	25
University-trained in librarianship or information science	40	10
Non-university trained in librarianship or information science	150	37.5
Supporting staff (clerks, reprographers, binders, etc.)	150	37.5
All (except supporting) staff to be retired by 1980	100	40

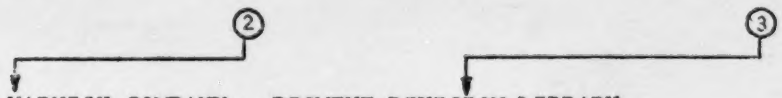
TABLE IV - STATISTICAL SUMMARY OF UNIVERSITY-TRAINED MANPOWER BY DISCIPLINE AND NUMBER OF FACILITIES TO BE SERVED
(example of second stage output)

Type of training	Number of staff	% of total	Number of faciiities to be served
All disciplines	100	100	50
Humanities	43	43	10
Social sciences	30	30	15
Exact sciences and engineering	2	2	7
Medicine and life sciences	6	6	12
Earth sciences	1	1	2
Agriculture	3	3	4
Librarianship or information science only	15	15	50

SUGGESTED FORMAT OF ENTRIES IN A DIRECTORY OF
SPECIAL LIBRARIES AND INFORMATION CENTERS



89. MINISTRY OF POSTS. ENGINEERING SERVICES CENTRAL TECHNICAL LIBRARY.
Pirello 62157, POB 81, 85 Summer St., Phone 057-8621, Telex 057-341.
Head of Library: Mr. John Doe. Founded 1963.
Hours: Monday to Friday 08.00-16.00, Saturday 08.00-13.00 *Serves: employees of the Ministry; general public - use of reading room
*Subjects: electrical engineering; electronics; management
*Holdings: 4,000 books; 350 current periodicals; standards for telecommunication equipment; collection of UPO and ITU reports; collection of trade catalogs of telecommunication equipment.



126. PAINT AND VARNISH COMPANY. PIGMENT DIVISION LIBRARY.
Tantalla 61087, POB 159, 34 Spring St., Phone 031-7634.
Head of Library: Mrs. Joan Doe. Founded 1971.
Hours: Monday to Friday 08.30-14.30, Saturday 08.30-14.00 *Serves: employees and customers of the company *Subjects: chemistry; chemical engineering *Holdings: 2,500 books, 80 current periodicals; English, German and French patents; 180 reels of microfilms; company reports.

Legend

(1) Running number of entry
(2) Parent organization
(3) Name of facility
(4) Town
(5) Zip code

The entries are arranged in straight alphabetical order or by geographical areas of the country; in the individual area, in alphabetical order of entry.

KWIC INDEX OF ABSTRACTING AND INDEXING SERVICES
RECEIVED IN THE COUNTRY. (Sample excerpt)

		CODE O LIBRAR
Geographical Abstracts Sec. B	BIOGEOGRAPHY, Climatology and Cartography	0047
	BIOLOGICAL AND AGRICULTURAL INDEX	0029
International Abstracts of	BIOLOGICAL SCIENCES	0001 0123
	BUILDING SCIENCE, Abstracts	0351
Excerpta Medica	CANCER	0067
Excerpta Medica	CARDIOVASCULAR DISEASES and Cardiovascular Surgery	0091
Excerpta Medica, Cardiovascular Diseases and	CARDIOVASCULAR SURGERY	0102
Geographical Abstracts Sec. B, Biogeography, Climatology and	CARTOGRAPHY	0047
	CHEMICAL ABSTRACTS	0001 0029 0201
Geographical Abstracts Sec. B, Biogeography	CLIMATOLOGY and Cartography	0047
	GEOGRAPHICAL Abstracts Sec. A, Geomorphology	0083
	GEOGRAPHICAL Abstracts Sec. B, Biogeography, Climatology and Cartography	0047
	GEOGRAPHICAL Abstracts Sec. C, Economic Geography	0047
Geographical Abstracts Sec. C, Economic	GEOGRAPHY	0047 0083
Geographical Abstracts Sec. A	GEOMORPHOLOGY	0047
Excerpta Medica, Gerontology and	GERIATRICS	0091
Excerpta Medica	GERONTOLOGY and Geriatrics	0091

NOTE: THIS IS A FREE CONSTRUCTED RECORD!

APPENDIX F

Data Base of World's Abstracting and Indexing Services (FID/NFSAIS Project)

QUESTIONNAIRE/INPUT SHEET

for World Inventory of Abstracting and Indexing Services (*)

001 Record number	002 Sequence number
000 042	
005 Source code	006 LC Call number
N271 F87	QH301 B37

000 TITLE ELEMENTS

010 Complete title (in original language – Roman alphabet)
Biological Abstracts

015 Abbreviated title
Biol Abstr

025 Subtitle (in original language – Roman alphabet)

030 ASTM BIABA4 | 035 SSN 0006-3169

040 English translation of complete title (010) (unless meaning is apparent or service well known under original title)

050 Journal section (full title in original language – Roman alphabet)

055 Journal section (abbreviated title)

090 TITLE NOTES

100 PUBLISHER ELEMENTS

110 Issuing organization (full name in original language – Roman alphabet)

115 Abbreviation (if commonly used) | 120 Full mailing address (in original language – Roman alphabet)

125 Country code

130 Publisher (full name in original language – Roman alphabet)
Bio Sciences Information Service

135 Abbreviation (if commonly used)
BIOSIS

~~136~~ Editor's name
W. King

140 Full mailing address of the publisher (in original language – Roman alphabet)
2100 Arch Street, P.O. Box 456, Philadelphia, Pennsylvania 19103, USA

145 Country code
PAU

147 ~~Continuation~~ Tag Editor's address
30 Market Street, Philadelphia, Pennsylvania, 19104, USA

148 Country Code
PAU

(*) for further reference see : "World Inventory of Abstracting and Indexing Services - joint FID/NFAIS Project", paper submitted by Stella Keenan to FID Congress, Budapest, July 1972.

150 Source for orders if other than publisher (if source is issuing organization (110) make reference here)
Superintendent of Documents, US Government Printing Office

155 Abbreviation (if commonly used)
GPO

160 Full mailing address
Public Documents Department, Washington, D.C. 20402, USA

165 Country code
WAU

190 PUBLISHER NOTES

200 HISTORY ELEMENTS

201 Beginning year	202 Ending year	205 Interruption(s)–beginning year plus month	206 Interruption(s)–ending year plus month
1926		March 1940	August 1945

209 Publication notes

*210 Predecessor title(s)

*220 Separate language title(s)

250 HISTORY NOTES
interrupted because of inadequate operations facilities

300 FREQUENCY ELEMENTS

310 Frequency statement	340 FREQUENCY NOTES
semimonthly	1 volume 22 issues

350 PRICE ELEMENTS

370 Price in country of publication (in domestic currency)	375 Price outside country of publication (in domestic currency)	380 Price in US dollars
1963 $225.00	19__	19__
1969 $800.00	19__	19__
1970 $1,000.00	19__	19__

390 PRICE NOTES
Bio Research Index included in subscription

~~370~~ Continuation Tag
1963 $180.00 non-profit and educational institutions
1969 $640.00 non-profit and educational institutions
1970 $800.00 non-profit and educational institutions

* = linkage elements, see REFERENCE SHEET

400 CONTENTS ELEMENTS

410 Number of items published in
1963 A 100,000 19__ _____
1969 A 135,000 19__ _____
1973 A 20,000 (Est.) 1974 _____ (Est.)

A = Abstracts B = Both
R = References U = Unknown

430 Cumulative total number of items since start up to December 1972	435 Average number of words per abstract 200	440 Time lag between publication in primary and secondary source 3-4 months
450 Total number of journals scanned 3,500	451 Number of journals scanned (domestic) 2,000	455 Number of journals scanned (foreign) 1,500

Number of other publications scanned (if number unknown, indicate only Y = Yes)	460 Books, monographs Y	461 Reports Y	462 Patents	463 Conf. proceedings Y	464 Dissertations	465 Reviews

470 Other (specify)

475 Order for arranging the items in the service
623 subject categories

490 CONTENT NOTES

500 INDEX ELEMENTS

510 Author index Y	511 Author index frequency each issue	512 Cumulative editions of author index–frequency annual
515 Subject index Y	516 Subject index frequency each issue	517 Cumulative editions of subject index–frequency annual

520 Order for arranging the subject index
computer-permuted keyword index

525 List of periodicals (if yes, frequency statement)
annual

530 Other indexes (if yes, type and frequency statement)
CROSS Biosystematic each issue, cumulated annually

535 Conditions of availability of indexes (e.g. price, form)
cumulative indexes available through separate subscription, $400.00

545 INDEX NOTES

550 LANGUAGE ELEMENTS

560 Language of service English	562 Language code ENG
565 Language of index (if different from language of service (560))	567 Language code

590 LANGUAGE NOTES
~~indexes in English only~~

570 ~~Continuation~~ Secondary language elements
Tag

indexes in English and French

572 Sec. language code FRE

650 MEDIA ELEMENTS

650 Printed journal	660 Printed cards	665 Punched cards (incl. edge-notched cards)	670 Machine-readable tapes	675 Microforms (fiche, cards) specify	680 Other (specify)
5 Y					

690 MEDIA NOTES
also available on microfilm

700 COMPLEMENTARY SERVICE ELEMENTS

	Y = Yes	Description of service	Price indication
710 Reprographic services	Y	photocopies of most items	free upon request
711 Translation services			
712 Loan services	Y		
713 Special searches	Y	retrospective search service	$ 150.00 minimum charge
714 Special bibliographies			
715 Selective Dissemination of Information (SDI)	Y	Current Literature Alerting Search Service (CLASS)	1972 $ 120.00 per profile
720 Published thesaurus			
725 Other services (specify)	Y	guide to indexes	

750 SERVICE NOTES

800 SUBJECT ELEMENTS

810 UDC number(s)	820 Keyword(s)
57	biology

725 Continuation Tag
subject classification
725
educational seminars

Completed by R Sch. date 11 Apr. 73 | Updated by ____ date ____ | Keypunched by ____ date ____

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